

# MUNICIPAL SCHEDULE

**STANDARD** Workforce Development Records

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## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

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### (WIA) Audit/Audit Resolutions

Destroy in office after 3 years.

Records concerning reports from financial and compliance audit conducted on WIA programs in accordance with OMB A-133.

May include audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits.

OMB Circular A-133;  
CFR 29 97.26

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### (WIA) Circular and Issuances Records

a) Destroy in office state guidelines when superseded or obsolete.

State guidelines from the Division of Employment and Training regarding the administration of the Workforce Development Program.

b) Destroy in office local guidelines after 3 years.

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**(WIA) Local Area Job Training Plan Records**

Destroy in office when superseded or obsolete.

Records concerning the local board's bid process for contracting workforce development programs.

**(WIA) Local Area Policies**

a) Transfer items of obvious historical value to HISTORIES FILE when reference value ends.

b) Destroy in office remaining items when administrative value ends.

**(WIA) Non-Expendable Property Records**

Records of property purchased with Workforce Development funds.

May include inventory in numerical sequence identifying date of purchase, acquisition cost, serial number, location of inventory, and contracting agency.

a) Retain in office permanently concerning acquisition and ownership.

b) Destroy in office remaining records after 3 years.\*

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
<b>(WIA) Participant Records</b>  Series consists of records of applications, registrants, eligible applicants/registrants, participants, terminees, and employees who submit request for services of the Dislocated Workers Program and Workforce Investment Act programs.  May include applications, client history, Employability Development Plans program referral, monitoring notes, pay authorizations, release forms, and WIA follow-up questionnaires.	Destroy in office 3 years after close of audit or final year expenditure.	
<b>(WIA) Property Records</b>  Records concerning property purchased with federal funds, and provides complete history of purchased property from request of purchase through final disposition.	Destroy in office upon final disposition of the equipment.	
<b>(WIA) Recipient/Participant Complaints and Actions Records</b>  Includes participants and sub-grant recipients' or contractors' grievances, which are non-criminal.	Destroy in office 3 years from the date of resolution of the complaint.*	

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**(WIA) Stae Job Training Plan Records**

Destroy in office when superseded or obsdete.

Records concerning the state board's bid process for contracting Workforce Investment Act programs.

**Federal Regulations for Workforce Investment Act Records**

Destroy in office when administrative value ends.

Records include instructions from federal government regarding how program money is spent and parameters for eligibility.

**Minutes - Workforce Development Board**

Retain in office permanently.

Includes minutes and attachments.

See also the Microfilm section in the introduction for instructions on microfilming minutes.